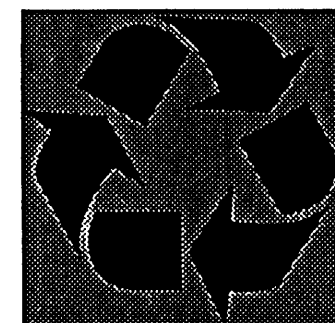


# RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT



### **\*\*\*What is a recycled content product (RCP) ?**

A product can be considered an RCP by either of two ways:

1. If it contains at least the minimum secondary and/or postconsumer material specified by statute.
2. Any product that could have been disposed of as solid waste, having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

Examples of refurbished products include remanufactured laser toner cartridges, repaired office furnishings, reconditioned carpet, and reformatted computer disks.

**\*\*\*Why do we have to buy recycled content products (RCPs)?**

State law requires that agencies meet specified goals for RCP procurement within eleven separate categories\*\*\*

References:

AB 11 (1989)

SB 734 (1993)

SB 1915 (1994)

Public Contract Code Sections 12162, 12200, 12205, 12310, 12519, and 12305.5

Public Resources Code Section 14501(f) and (h).

**\*\*\*What are the eleven product categories?**

1. Paper Products
2. Fine Printing and Writing Paper Products
3. Plastic Products
4. Compost
5. Glass Products
6. Lubricating Oils
7. Paint
8. Solvents
9. Tire-Derived Products
10. Tires
11. Steel

**\*\*\*What are the goals that we must meet within the eleven categories and when do we have to meet these goals?**

Management Memo 97-11 describes these as follows:

	<u>1/1/98</u>	<u>1/1/00</u>
1. Paper Products	50%	50%
2. Fine Printing & Writing Paper	25%	25%
3. Plastic Products	30%	50%
4. Compost	30%	50%
5. Glass Products	30%	50%
6. Lubricating Oils	30%	50%
7. Paint	30%	50%
8. Solvents	30%	50%
9. Tire-Derived Products	30%	50%
10. Tires	30%	50%
11. Steel	30%	50%

**\*\*\*Products obtained from the following sources  
should be reported:**

1. DGS Statewide Contracts
2. DGS State Stores (Sacramento and Fullerton)
3. DGS State Price Schedule
4. Delegated Purchases
5. Credit Cards (CAL Card)
6. DGS Acquisitions (Form 66)
7. Sub-Purchase Orders (Less than \$100)
8. California Multiple Awards Schedule (CMAS)
9. Prison Industry Authority (PIA)
10. Service Contracts
11. Public Works Contracts
12. Emergency Purchases (Form 42)
13. Under \$15,000 Purchases
14. DGS Master Service Agreement (MSA)

\*\*\*What is the minimum percentage of recycled material that is necessary to claim as a reportable purchase?

This varies by category. The minimum amounts are listed by category on the back of the Recycled Content Certification form (DPR 924).

YOU SHOULD CERTIFY THE RECYCLED CONTENT  
FOR ALL ITEMS PURCHASED WITHIN THE  
ELEVEN CATEGORIES,

EVEN IF THE RECYCLED CONTENT IS **ZERO**

\*\*\*Do we have to purchase from all eleven categories?

No. Purchase only items you would normally.

Any purchase of items within the eleven categories must be tracked.



\*\*\*Can I claim a purchase if the minimum content is not achieved, but the item does contain recycled material?

Yes, this information will be added to our annual report to the California Integrated Waste Management Board. These purchases will not be totaled toward attaining the mandate but will reflect our commitment to meet our goals.

\*\*\*Does the Recycled Product Certification form need to be completed every time I purchase a particular item?

**No.** If you have a completed Certification form for a particular product, you may use the same form to claim it. The item must be the exact item that was certified previously.

\*\*\*What will be done with the data that I collect concerning procurement of recycled products?

The department is required to submit two reports to the California Integrated Waste Management Board.

The two reports are:

1. Procurement Plan - projected recycled procurement for the Fiscal Year.
2. Procurement Report - actual recycled procurement for the Fiscal Year.

\*\*\*What information do I need to report and when?

Dollars spent on items:

1. By category from each of the eleven categories.
2. Certified purchases total.

Every year by August 15th for the preceeding Fiscal Year.

# MANAGEMENT MEMO

NUMBER: 97-11

SUBJECT:

DATE ISSUED: 07/10/97

BUY RECYCLED CONTENT PRODUCTS

EXPIRES: 07/10/98

REFERENCES: PUBLIC CONTRACT CODE 12150-12226

ISSUING AGENCY:

Department of General Services

State law requires all state agencies to purchase recycled content products (RCP) in lieu of virgin products. Listed below are the categories in which recycled content products must be purchased and the minimum purchase percentage requirements by effective date.

RCP Categories	Minimum Purchase	Percentage	Requirements by Date
	1-1-96	1-1-98	1-1-00
PAPER PRODUCTS, other	50	50	50
Fine Writing and Printing*	35	35	40
Newsprint	35	40	50
COMPOST and CO-COMPOST	20	30	50
GLASS	20	30	50
OIL	20	30	50
PLASTIC	20	30	50
SOLVENTS and PAINT	20	30	50
TIRES	20	30	50
STEEL, flat rolled	20	30	50

\* This is the requirement for the Department of General Services; for all other state agencies the requirement is 25 percent for each specified year.

This management memo is issued to remind the Department of General Services of its statutory requirements and to recommend that all other state agencies implement procedures to achieve compliance to their requirements at the earliest possible date.

The statute, as enacted, does not offer cost as a decision discriminator; therefore, the goals must be achieved notwithstanding cost. In order to minimize cost differentials, the Department of General Services Procurement Division maintains statewide contracts for recycled content products. Currently, those contracts for recycled content products include PAPER PRODUCTS, OIL, PLASTIC, PAINT, GLASS, and STEEL.

The Department of General Services Procurement Division is available to assist you with your recycled content product purchases. For further information concerning recycled content products or copies of current contracts please contact Patrick Bailey, Procurement Division, at (916) 323-7666.



PETER G. STAMISON, Director  
Department of General Services

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The purchaser completes items (A) through (F) and submits the form to the vendor (if more space is needed, attach additional sheets). The vendor must complete the missing items and return the form to the purchaser. The purchaser submits a copy of the completed form with the applicable purchasing document (SPO/CPV, or AL-Card invoice) to Business Services. **NOTE: Explanations of asterisked (\*) items are on the reverse.**

PLEASE RETURN COMPLETED FORM TO:	(B) UNIT NAME AND ADDRESS	(C) VENDOR'S/CONTRACTOR'S NAME AND ADDRESS

[illegible]

**Public Contract Code Section 10354 requires all vendors/contractors to certify in writing, under penalty of perjury, to the state agency awarding a contract, the minimum, if not the exact percentage, of postconsumer and secondary material in the materials, goods, or supplies offered or used. Public Contract Code Section 12205(a)(1) requires all state agencies to require all vendors/contractors to certify in writing, under penalty of perjury, the minimum, if not the exact percentage, of postconsumer and secondary material in the materials, goods, or services provided or used.**

DATE \_\_\_\_\_

PRINTED NAME	PHONE NO.	FACSIMILE NO.
--------------	-----------	---------------

## PRODUCT CATEGORIES

CODE  
NO.

### DESCRIPTION

- 1) **AUTOMOTIVE LUBRICANTS:** Defined in Public Contract Code (PCC) Section 12170 as containing at least 70% re-refined oil.
- 2) **ANTIFREEZE FLUID:** Defined in PCC Section 12170 as containing at least 70% recycled materials.
- 3) **SOLVENTS:** Defined in PCC Section 12170 as containing at least 70% recycled materials.
- 4) **PAINT:** Defined in PCC Section 12170 as containing at least 50% postconsumer paint.
- 5) **FINE PRINTING AND WRITING PAPER (FPWP):** Divided into two categories; (a) *Text, Cover and Cotton Fiber Paper* - Defined in PCC Section 12161(a) as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 20% of its total weight consisting of postconsumer material, (b) *Other Uncoated FPWP* - Defined in PCC Section 12161(b) as containing no less than 20% of its total weight consisting of postconsumer material (includes high quality bond, xerographic, and copy papers typically purchased in ream or roll quantities). FPWPs not typically purchased in reams such as some standard white envelopes, some calendars and posters must meet the FPWP content requirements (50/20 or 20% postconsumer material) but should be reported by dollars as **OTHER PAPER PRODUCTS**. Index cards, posters, stickies, business cards, calendars and other lower quality printing and writing papers (not fine quality) must meet the 50/10 content requirement and be reported by dollars as **OTHER PAPER PRODUCTS**.
- 6) **STEEL PRODUCTS:** All steel products including flat rolled steel products with no less than 25% of the total weight consisting of secondary and postconsumer material, with not less than 10% postconsumer material. Products made with flat rolled steel meeting these content percentages may include automobiles, cans, appliances, and office furniture and supplies.
- 7) **OTHER PAPER PRODUCTS:** Defined in PCC Section 12200 as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material.
- 8) **PLASTIC PRODUCTS:** Defined in PCC Section 12200 as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material.
- 9) **COMPOST:** Defined in PCC Section 12200 as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material.
- (10) **GLASS PRODUCTS:** Defined in PCC Section 12200 as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material.
- (11) **TIRE-DERIVED PRODUCTS:** Defined in PCC Section 12200 as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material.
- (12) **RETRADED TIRES:** Defined in PCC Section 12200 as containing no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material.

**POSTCONSUMER:** Defined in PCC Section 12200 "as a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes."

**SECONDARY:** Defined in PCC Section 12200 "as fragments of finished products or finished products of a manufacturing process, which has converted a resource into commodity of real economic value, and includes postconsumer waste, but does not include excess virgin resources of the manufacturing process."



Peter M. Rooney  
Secretary for  
Environmental  
Protection

# Department of Pesticide Regulation


James W. Wells, Director  
1020 N Street • Sacramento, California 95814-5624 • [www.cdpr.ca.gov](http://www.cdpr.ca.gov)



Pete Wilson  
Governor

## MEMORANDUM

TO: Jerry Hart  
California Integrated Waste Management Board  
Organics & Resources Efficiency Branch

FROM: Elliott Mandell   
Assistant Director  
for Administrative Services  
(916) 445-4140

DATE: April 30, 1998

SUBJECT: RCP RESPONSE

---

In response to your recent call for suggestions to increase recycled product procurement by State agencies, the Department of Pesticide Regulation offers the thoughts detailed in the attached. This information is also being transmitted, pursuant to your instructions, on diskette in a WordPerfect 5.2 format.

If you have any questions or need clarification regarding those suggestions, please contact Rick Hicks, Recycling Coordinator, at (916) 324-4198.

Attachment

cc: James W. Wells, Director



**(916) 324-4198**

**LETTER FROM:**

**FOCUS:** Item# 3 / "Any steps state agencies, both collectively and individually , could take to increase their use of recycled materials or purchase products made from recycled materials, and potential effects on the recycled materials markets."

> Currently, the recycling program of the Department of Pesticide Regulation places a strong emphasis on "*closing the loop*" by not only recycling used resources, but also through buying products made from recycled materials. Improvements to this program could possibly result from the following:

Emphasis from department's executive and program management that departmental employees must consider recycled content products (RCP) when making any State related purchases. It should always be asked "can I get it in recycled content?" The more requests for RCPs, the more the market would recognize the demand. Consequently, the supply should follow. (The State needs to help create the demand for Recycled Content Products.)

- o More workshops from CIWMB on RCP possibilities. Workshops could be provided at each department for the personnel responsible for purchasing activities (in DPR, with the use of the CalCard, actual purchase responsibilities are decentralized).
- o Development of a service, presumably coordinated through the Department of General Services, to allow access through the internet to vendors offering RCPs.
- o Persuade Office Depot and other vendors to provide more RCPs to State customers, as well as requesting vendors to identify, for those State customers, information regarding the recycled and post-consumer content of the materials in the RCPs.

**DEPARTMENT OF REHABILITATION**

800 Street Mall  
P.O. Box 944222  
Sacramento, CA 94244-2220  
(916) 445-1906  
CALNET 485-1906  
FAX (916) 327-0695



April 20, 1998

Mr. Jerry Hart  
CA Integrated Waste Management Board  
Organics and Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, California 95826

Dear Mr. Hart:

The Department of Rehabilitation requests recycled products on purchase orders. The problems come with knowing which products are recycled and the percentage of recycled materials.

Our primary source for products in daily use by our approximately 120 offices is the Office Depot. The Office Depot does not identify which items are made of recycled material. The switch from General Services "Stores" to the Office Depot contract for office supplies reduced the capacity of state to know and control what was being ordered.

A listing of products which are available on contract (any state contract) and their recycled content would go a long way toward more informed decisions. If this were available we could direct staff toward the use of certain products.

37-86

If you have any questions please contact me at (916) 445-4004. I look forward to working with CIWMB and others to better manage our purchasing of items with recycled content.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger Chapman", written over a horizontal line.

Roger Chapman, Chief  
Business Services Section

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



April 16, 1998

California Integrated Waste Management Board  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, California 95826  
Attention: Jerry Hart

Dear Mr. Hart:

**SUBJECT: RECOMMENDATIONS TO INCREASE RECYCLED PRODUCT  
PROCUREMENT**

In response to your letter date March 26, 1998, our department is currently in compliance with requirements related to utilizing recycled materials and products. At this time, we have no comments to offer on how our agency could increase our use of recycled materials or purchase products made from recycled materials.

If you have any questions or comments, you can contact me at (916) 657-2009. I look forward to any information the California Integrated Waste Management Board could provide our agency on recycling opportunities.

Sincerely,

A handwritten signature in black ink, appearing to read "James Rhoads".

JAMES RHOADS, Chief  
Business Services Bureau

## MEMORANDUM

Pete Wilson  
Governor

Peter M. Rooney  
Secretary for  
Environmental  
Protection

TO: Jerry Hart  
California Integrated Waste Management Board  
Organics and Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, California 95826

FROM: Jesse R. Huff  
Director

DATE: April 29, 1998

SUBJECT: RECYCLED PRODUCT PROCUREMENT

---

The Department of Toxic Substances Control (DTSC) actively supports recycled product procurement and offers the following suggestions to increase the purchase of recycled materials or products made from recycled materials:

-Staff involved in the purchasing function are already involved in seeking out recycled content products. More information should also be provided to other staff in departments. As they become more aware of the need to buy recycled content products and the availability of recycled content products, staff will more likely follow these practices when making their own personal purchases, thus increasing the demand and availability for recycled content products. Regular articles could be included in departmental newsletters concerning the department's commitment to buying recycled and reports on the results of efforts made by various offices within the department. Staff should also be encouraged to attend Earth Day or similar activities to learn more about the availability of recycled content products.

-Some older pieces of equipment, such as thermal paper fax machines, cannot use recycled content supplies. Newer models can use recycled content supplies, such as the newer bond paper fax machines that use recycled paper. Specifications for new equipment should include the requirement that recycled content supplies be compatible with the equipment.

If you have any questions about DTSC's recycled product purchases, please contact Carol Van Alstine in our Business Services Section at (916) 322-3823.

## Memorandum

**To:** MS. CAREN TRGOVCICH, Deputy Director  
California Integrated Waste  
Management Board  
Waste Prevention and Market Development  
8800 Cal Center Drive  
Sacramento, CA 95826

**Date:** April 29, 1998

**File No.:** Dir. #980789

Attention: Mr. Jerry Hart,  
Organics & Resource Efficiency Branch

**From:** DEPARTMENT OF TRANSPORTATION  
DESIGN & LOCAL PROGRAMS  
MAIL STATION 28

**Subject:** California Integrated Waste Management Board re: recycled products.

In your letter dated March 26, 1998, you requested our assistance to develop recommendations to increase recycled product procurement. The California Department of Transportation supports the State's recycling effort by incorporating large amounts of recycled materials in road building, maintenance and landscaping. Many discards such as paper, glass, plastic, construction pavements and aggregates, motor oil, tires, and green waste are reused or recycled into new materials by Caltrans, thus, reducing landfill waste and conserving resources.

Caltrans appreciates the opportunity to share recycling development and procurement concepts and the following are some thoughts on the subject issue:

**A. Recycled Products Market Development. –**  
Caltrans recommends that CIWMB work with vendors to fully develop recycled product specifications so that it is clear that these products will meet the Department's design /or any State agencies' quality standards. Caltrans has established a formal procedure to evaluate new products with fully developed specifications. All new products can be submitted to the Caltrans' New Product Coordinator, Engineering Service Center, Office of Materials Engineering and Testing Services – MS #5, 5900 Folsom Boulevard, Sacramento, CA 95819-0128.

**B. Plastics.** - Caltrans recommends that CIWMB consider partnering with the recycled plastic industry to develop specifications for standardizing recycled plastic for use as an alternative for structural wood applications.

Currently design engineers cannot easily specify plastic "lumber" equivalents without standards that identify the engineering properties of the recycled plastic.

**C. Tires.** - Caltrans recommends that DGS consider developing a bulk recapped tire procurement contract for passenger vehicle sized tires. Currently, Caltrans recaps all it larger vehicle and heavy equipment tires when feasible. Passenger vehicle tires are not generally recapped due to the inexpensive cost of virgin passenger size tires obtained from the bulk procurement contract.

**D. Recycled Paper.** - Caltrans recommends that DGS consider developing a bulk (case) price for recycled paper. Current State procurement for recycled paper is per ream. The cost of recycled paper is based on a small quantity ream price and is more costly than the virgin paper which is based on a larger quantity case price. Having the recycled paper bid based on a case price may reduce the cost of recycled paper.

**E. Recycled Fiber.** - Caltrans recommends that CIWMB or Department of Conservation work with Prison Industries Authority to develop state specifications for bulk purchase clothing articles containing recycled fabric (fabric manufactured from recycled beverage containers). To our knowledge, Caltrans is the first to use Prison Industries Authority to manufacture safety vest from recycled plastic fabric.

**F. Recycled product procurement development.** - Caltrans recommends that DGS consider working with recycled product vendors and manufacturers to help them establish themselves on the CMAS list. Recycled products once on the CMAS list would be much easier to procure.

Ms. Caren Trgovcich  
April 29, 1998  
Page 3

I hope that my comments are helpful in advancing our common goal of increasing state agencies' procurement of recycled materials. If you would like to discuss this issue further, please contact Terry Abbott, Chief, Resource Conservation at (916) 653-0253.

*for Ray Weiss*  
for ROBERT L. BUCKLEY  
Program Manager  
Design and Local Programs

"We'll Find a Way"

37-92



## DEPARTMENT OF VETERANS AFFAIRS

POST OFFICE BOX 942895, SACRAMENTO, CALIFORNIA 94295-0001



April 2, 1998

Jerry Hart  
CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

Dear Jerry Hart:

This letter is in response to your Department's request asking that state agencies assist you in developing recommendations to increase recycled product procurement. The Department of Veterans Affairs is willing to do its part in the purchases of recycled products.

Per a telephone conversation with Michelle Stevens on April 2, 1998, it was suggested that Office Depot should develop and distribute a catalog in alpha listing of all available recycled content products. According to you, this catalog already exists. Michelle has since picked up copies for our office, as well as for the Veterans Homes in Barstow and Yountville. Office Depot stated during start-up orientation that we would be able to request a printout showing a percentage of the Department's recycled content purchases. This printout was requested approximately six months ago and has not yet been received. Possibly with your assistance this request will be satisfied, thus allowing us to better fulfill our obligations in this matter.

If we can be of further assistance please call myself, Helen Wong at (916) 653-2188 or Michelle Stevens at (916) 653-2621.

Sincerely,

A handwritten signature in cursive script that reads 'Helen Wong'.

Helen Wong, Business Services Officer  
Department of Veterans Affairs

**M e m o r a n d u m**

Date : April 13, 1998

To : Jerry Hart  
California Integrated Waste Management Board  
Organics and Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, California 95826

From : Department of Water Resources

Subject: Increased Recycled Product Procurement

This is in response to your March 26, 1998, letter regarding processes and procedures for increasing recycled product procurement. Typically, the Department of Water Resources sets goals for, and reports on recycled items purchased through our materials purchasing program. These materials are primarily paper products used at Headquarters, and equipment repair items used in our field offices for plant operations. However, after receiving your letter, we looked a little deeper and found that DWR has some unique responsibilities, related to construction, which may increase our historical percentage of recycled products purchased, and perhaps provide opportunities to increase the use of recycled products in the future.

State Water Project and Flood Management construction projects use hundreds of thousands of dollars of materials which may contain recycled products. These products include revegetation materials, steel, aluminum, and plastic products which may well contain recycled materials. In addition, some manufactured wood products use wood by-products instead of being cut directly from timber. For example, plywood, beams, two-by-fours, two-by-sixes are now available from a manufacturing process that uses wood by-products instead of cuts from the heart of a tree.

We will attempt to secure better information on recycled construction products for further reports and, as a result, may even be able to increase usage of such products.

If you have any questions, please give me a call at (916) 653-5561 or Lynda Marty at (916) 653-7233.



*for* Douglas F. Priest, Chief  
Departmental Services Office



Serving the People of California



## M E M O R A N D U M

To: **Mr. Jerry Hart, CIWMB**  
**Organics and Resource Efficiency Branch**  
**8800 Cal Center Drive**  
**Sacramento, California 95826**

Date: **April 17, 1998**

File No.: **62:097:pb:D2653**

From: **Ray Remy**  
**Employment Development Department**

Subject: **RECOMMENDATIONS TO INCREASE RECYCLED PAPER PRODUCTS**

In response to Ms. Caren Trgovcich's March 26, 1998, correspondence requesting information from State agencies relative to their efforts to increase State use of recycled materials, the Employment Development Department (EDD) provides the following information.

The EDD continues to follow the rules, regulations, and guidelines of the State Agency Buy Recycled Program. As a result of the Department's efforts, the level of recycled purchases has increased each year. One area where the Department has increased its recycled purchases relates to the roll paper used by the Consolidated Print and Distribution Section (CPDS) within the Business Operations Planning and Support Division (BOPSD). The roll paper used by the CPDS must meet certain specifications to run on the type of printers used for duplication. The Department's Purchasing Services Group (PSG) located a company that provided entirely recycled roll paper. The PSG worked with the Department of General Services' Laboratory to test this paper to determine if it met the CPDS' specifications. The test results were positive and the Department has initiated a contract with this vendor to buy recycled roll paper for departmental use.

The Department concurs with Ms. Trgovcich that there are other areas where use of recycled materials can prove beneficial to the Buy Recycle Program while still providing supplies that meet the Department's business needs. One such area relates to Laser Printer Toner Cartridges that are made of recycled plastic. Use of these types of cartridges could assist the Department to meet the recycled plastic goals of the Buy Recycle Program. Therefore, staff in EDD's Purchasing Services Group is investigating whether there are any vendors that provide these types of cartridges. Once these vendors are identified, the Department will test the cartridges to determine if they meet the required specifications. If successful, the Department will share this information with your office for dissemination to other State agencies.

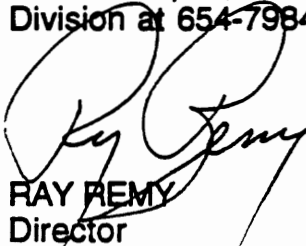
Mr. Jerry Hart

-2-

April 17, 1998

Thank you for the opportunity to share EDD's recommendations for increasing State use of recycled materials. This information is duplicated on the enclosed diskette as requested.

Should you have any questions or need additional information, please contact Richard Lopez, Section Chief, Business Operations Planning and Support Division at 654-7984.



RAY REMY  
Director

cc: Richard Lopez, MIC 62-1


Enclosure

37-96

# Memorandum

**Date:** April 3, 1998

**To:** Jerry Hart  
Organics and Resource Efficiency Branch  
California Integrated Waste Management Board  
8800 Cal Center Drive  
Sacramento, California 95826

**From:** Peggy Okabayashi, Chief   
Management Services Branch  
Office of Real Estate Appraisers  
1225 R Street  
Sacramento, California 95814-5812

**Subject:** Recycled Products Procurement

This is in response to the California Integrated Waste Management Board's request for assistance in developing recommendations to increase recycled product procurement by state agencies.

The Office of Real Estate Appraisers (OREA) actively supports the state's recycling program. It is our policy to procure recycled products/materials whenever possible. We do not have a need for specifications development; therefore, we do not have recycled product procurement procedures for this activity.

OREA is a small agency and we have found that it is more cost effective for us to utilize state contracts and state stores to make the majority of our procurements. A way to increase the procurement of recycled products/materials would be to require that when statewide contacts for goods and services are procured, that the contracts include requirements for the provision of recycled products/materials. This would assist small agencies in meeting the annual recycling goals.

If you have any questions regarding our response, please contact me at the above address or by calling (916) 322-2359.



Cal/EPA

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ard

0 Cal Center Drive  
ramento, CA 95826  
6) 255-2200  
w.ciwmb.ca.gov

Deals?



Pete Wilson  
Governor

Peter M. Rooney  
Secretary for  
Environmental  
Protection

March 26, 1998

Ms. Sandra Shewry  
Executive Director  
Managed Risk Medical Insurance Board  
818 K Street, Room 200  
Sacramento, CA 95814

Dear Ms. Shewry:

The California Integrated Waste Management Board (CIWMB) is seeking your assistance to develop recommendations to increase recycled product procurement by state agencies to be included in a report to the Legislature. The CIWMB is required by Public Resources Code section 42005 ( SB 1066, Sher, Ch. 672, Stats. 97) to submit a report to the Legislature on recycled product procurement by state agencies. The report will be presented to our Board no later than June 1998. The report is to detail the following:

1. Regulations and procedures of state agencies regarding purchasing materials, supplies, equipment and other items made of recycled materials;
2. Regulations and procedures of state agencies regarding specification development and the inclusion of recycled materials in those specifications; and
3. Any steps state agencies, both collectively and individually, could take to increase their use of recycled materials or purchase products made from recycled materials, and potential effects on the recycled materials markets.

While the CIWMB appreciates input on any of the three items above, we are particularly interested in your response to the third item. We will include suggestions from responding agencies so that the report contains a broader scope of issues and not just those the CIWMB is aware of.

Please submit your comments to us by **May 1, 1998**. Please provide all comments on a 3.5 inch diskette in MS Word (any version), ASCII text, or WordPerfect 5.x (any version prior to 6.0). Send your comments to:

Jerry Hart  
CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, California 95826

If you have any questions, please contact Mr. Jerry Hart at (916) 255-4454.

Sincerely,

Caren Trgovcich, Deputy Director  
Waste Prevention and Market Development

We are a very  
small board - and  
our administration  
is done by the  
Office of Statewide  
Health Planning and  
Development. There

37-98



**PATTON STATE HOSPITAL**

3102 E. HIGHLAND AVENUE

PATTON, CA 92369

(9) 425-7000



April 2, 1998

Jerry Hart  
CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

**SUBJECT: INCREASED RECYCLING**

Steps Patton State Hospital can do to increase our use of recycled materials or purchase products made from recycled materials:

1. ***USERS MUST BE TRAINED AND INTRODUCED TO COMPANIES WHO PROVIDE PRODUCTS THEY ORDER.***
  - A. If suppliers of recycled products would collaborate to produce a compilation of recycled products, their price, etc., categorized by product type that could be distributed institution-wide, requestors would have a valuable guide that would let them know what is available, what the cost is, etc. Each time they order an item, they could refer to this publication to see if the recycled item is available.
  - B. If this publication were available, the procurement Department could also use it to facilitate the ordering of recycled products.
2. ***THERE HAS BEEN SOME HESITATION BY USERS TO TRY SOME RECYCLED PRODUCTS.***
  - A. To promote items such as re-capped tires, etc., maybe CIWMB could purchase some of these items for the hospital on a promotional basis. After we have a chance to try them and evaluate their performance, we may be willing to order the item.
  - B. If one institution could be used as the pilot, that facility could share the results with other hospitals and if the results are positive, the pilot facility would then promote the product by

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OF HEALTHCARE ORGANIZATIONS

37-99

3. ***USERS ARE FREQUENTLY PURCHASING PRODUCTS CONTAINING  
RECYCLED CONTENT UNKNOWINGLY.***

- A. Users should be advised to ask the "recycled content" questions whenever they ask for price quotes. Vendors do not often proclaim the information voluntarily, or if they have a similar item containing recycled material, they don't offer it at the time of the quote.

Sincerely,

  
WILLIAM L. SUMMERS  
Executive Director



**DIVISIONS:**

Archives  
Corporate Filings  
Elections  
Information Technology  
Limited Partnership  
Management Services  
Public  
Political Reform  
Uniform Commercial Code



**EXECUTIVE OFFICE**  
(916) 653-7244  
1500 - 11th STREET  
SACRAMENTO, CA 95814

**BILL JONES**  
**Secretary of State**  
**State of California**

April 15, 1998

Mr. Jerry Hart  
CIWMB  
Organics & Resources Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

Dear Mr. Hart:

Thank you for your correspondence dated March 26, 1998 regarding recommendations to increase the recycle procurement by state agencies.

At the present time, the Secretary of State's agency is acquiring recycled products as follows: letterhead, envelopes, and copier paper. The State Printing plant uses recycled products on our orders accordingly. There is no other recycled commodities this agency can use such as batteries and oils.

Periodic informational seminars can be helpful not only for those agencies establishing a recycle program but will also serve as a reminder/refresher course for those that have a program in place. Also beneficial are informational bulletins to agencies with updates on available recycle products, pilot program status, and programs other agencies have in place.

We are also at this time attempting to fill a vacancy with a staff person that will oversee the recycle program for the agency.

Thank you again for your inquiry. Please let me know if I can be of assistance in the future.

Sincerely,

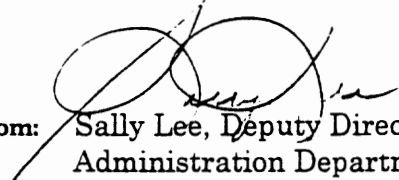
A handwritten signature in cursive script that reads "Bill Jones".  
BILL JONES  
Secretary of State

BJ:ljm

# Memorandum

To: Mr. Jerry Hart  
California Integrated Waste Management Board  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, California 95814

Date: May 4, 1998

  
From: Sally Lee, Deputy Director  
Administration Department

Subject: **Recycled Product Procurement**

This is in response to the Cal/EPA letter of March 26, 1998 requesting input on three items related to the report to the Legislature on recycled product procurement by State agencies.

State Board of Equalization (Board) staff have reviewed the three items on which you requested input. Essentially, it is believed that procurement professionals need more information regarding the availability of recycled products. The Board's Procurement Unit attempts to purchase recycled products and comply with the statutory goals. With the exception of recycled paper, which is readily available, it is often difficult to identify the existence of suitable recycled products or suppliers of recycled products for the other categories.

Board staff suggest that it would be helpful for Cal/EPA, or other entity, to take a more active role in informing the general population that, not only is recycling necessary, but it is the law. As it is now, the primary knowledge of the law requiring the purchase of recycled products lay with procurement professionals.

If you have any questions or need additional information, please contact Dade Powers, Chief of the Board's Administrative Services Division at 445-3498, or Mr. Bob Sherburne, Supervisor of the Board's Contract and Procurement Section at 445-2068.

SL:DP:ph

Attachment

cc: Mr. Dade Powers  
Mr. Bob Sherburne

37-102



Executive Office  
400 "R" Street, Suite 3000  
Sacramento, CA 95814  
(916) 445-4465



May 1, 1998

Jerry Hart  
CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

Dear Mr. Hart:

This memo is in response to your March 26, 1996 letter asking the Department of Consumer Affairs (DCA) to provide feedback regarding steps to increase recycle product procurements by state agencies.

The purchasing staff was solicited for ideas relating to question #3, Any steps state agencies, both collectively and individually, could take to increase their use of recycle materials or purchase products made from recycled materials, and potential effects on the recycled materials markets. The staff suggested the following ideas:

- Establish a recycle pickup program similar to the white paper recycle bins for other types of recycle items. For example, place containers for other recycle items throughout state buildings. This makes it easy and convenient for all employees to recycle plastics, cans, etc.
- Establish a discount program for the trade-in of recycle products. For example, each state agency would return items designated as recyclable to the vendor in exchange for a discount.
- Continually educate all employees on the importance of recycling. Education could include publicity items such as placing posters throughout the building, providing staff with lists of businesses providing recycle products, or developing a newsletter informing of success stories about other government agencies or private businesses.
- Establish a governor's award for state agencies meeting or exceeding recycle purchase goals, largest increase in recycle purchases from the previous year, etc.

Sincerely,

Marilyn Brazell, Chief Deputy Director  
Department of Consumer Affairs

cc: Wendy Wohl, Chief  
Office of Administrative Services

37-103

# Memorandum

To : Caren Trgovcich, Deputy Director  
Waste Prevention and Market Development

Date: April 20, 1998

From : *Howard A. Sarasohn*  
State Controller's Office  
Howard A. Sarasohn  
Chief Deputy State Controller, Administration

Subject: Recycled-Content Product Procurement

Pursuant to your recent request, following are some suggestions which may help to increase the use and procurement of recycled content products:

*Increase support of the Buy Recycled Program by providing feedback to agencies of how their particular department ranks in comparison to other departments in the use and procurement of recycled-content products.*

*Conduct periodic informational workshops for vendors and government agency buyers. These events could feature vendors who manufacture or sell recycled-content office products, provide a preview of new or unique products, provide discounts for first-time orders, etc. This would allow vendors to assess the needs of governmental agencies as well as giving buyers an opportunity to view and test available products.*

*Increase vendor awareness of the Buy Recycled Program to encourage vendors to promote their recycled-content office products more aggressively.*

I hope these ideas may be of use to you in your efforts to increase recycled-content product procurement. If you have any questions please do not hesitate to contact me at 445-2639, or the Office's recycle procurement coordinator, Becky Maucieri, at 322-4136.

HAS:BM:bm

cc: Julie Bornstein  
Chief Deputy State Controller, External Affairs



State Water  
Resources  
Control Board


1 P Street  
Sacramento, CA  
95814  
(916) 657-1755  
FAX (916) 657-1619

# MEMORANDUM



Pete Wilson  
Governor

TO: Mr. Jerry Hart  
California Integrated Waste Management Board  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

FROM:   
Walt Pettit  
Executive Director  
EXECUTIVE OFFICE

DATE: April 24, 1998

SUBJECT: RECYCLED PRODUCT PROCUREMENT

This is in response to Caren Trgovcich's letter dated March 26, 1998, requesting assistance in developing recommendations to increase recycled product procurement by state agencies. The State Water Resources Control Board (SWRCB) fully supports the enacted legislation. To aid you in the submission of your report to the Legislature on recycled product procurement by state agencies, each area you noted is addressed separately below:

*Item #1. Regulations and procedures of state agencies regarding purchasing materials, supplies, equipment and other items made of recycled materials.*

In an effort to enhance the SWRCB's participation goals, we have implemented a "Procurement Training Manual" for our State Board and nine Regional Boards, which devotes an entire chapter to "Recycled Content Purchases". In addition, we conduct training sessions on purchasing in which we emphasize the procurement of recycled products. Also, in this training we share information on vendors offering recycled products and exchange ideas and successes with procuring these products. We would be happy to forward a copy of our procurement training manual if you would like it.

*Item #2. Regulations and procedures of state agencies regarding specification development and the inclusion of recycled materials in those specifications.*

The SWRCB does very little in the area of specification development. However, we routinely require that bids for outside printing services use recycled content paper.

37-105



Recycled Paper

Our mission is to preserve and enhance the quality of California's water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations.

*Item #3. Any steps state agencies, both collectively and individually, could take to increase their use of recycled materials or purchase products made from recycled materials, and potential effects on the recycled materials market.*

It is possible that some state agencies are not aware of the resources available and would benefit from sharing information on both recycled content vendors or availability of such products in the marketplace. A monthly newsletter distributed to key procurement staff in all departments could help to share ideas, trends and new requirements. The development of a resource manual (three-ring binder style, allowing updates to be inserted regularly), and providing these same resources electronically on your Internet website would also be helpful. These ideas would result in more people knowing about all the possible ways to use and purchase recycled products which should help increase the use of recycled products in state agencies.

Our internal procedures and training, coupled with the efforts and knowledge provided by the support staff of CIWMB, have motivated our procurement personnel to achieve targeted goals. As a result, some of the required category goals have not only been achieved, but exceeded.

As requested, we are including a diskette of these comments in MS Word 6.0. If you should need further information, please contact Bob Darden, SWRCB Recycling Coordinator, at (916) 657-1755, or e-mail at [dardb@das.swrcb.ca.gov](mailto:dardb@das.swrcb.ca.gov).

Enclosure

cc: Bob Darden  
SWRCB Recycling Coordinator  
901 P Street  
Sacramento, CA 95814

37-106



# Memorandum

**To:** Jerry Hart  
CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento CA 95826

**Date:** April 30, 1998

**From:** Stephen P. Teale Data Center

**Subject:** Recycled Product Procurement Response

The Stephen P. Teale Data Center is pleased to respond to the California Integrated Waste Management Board (CIWMB) request for input to the Board's report to the Legislature on recycled product procurement by state agencies.

The regulations and procedures of the Stephen P. Teale Data Center regarding the purchase of materials, supplies, equipment and other items made of recycled materials includes the routing of all purchase requests through the State Agency Buy Recycle Campaign (SABRC) Administrator. The SABRC Administrator audits all requests to ensure that any potential purchases from the eleven recycled product categories are reviewed for recycled material content products. Specific products within some categories are purchased only if they are recycled material content products, i.e. white copier paper is purchased only as a recycled product. As an increased number of quality recycled material content products are made available, more products will be purchased only as a recycled product.

The regulations and procedures of the Stephen P. Teale Data Center regarding specification development and the inclusion of recycled materials in those specifications require that procurement bids for computer paper, the recycle category that Teale purchases from most, are written for recycled material content product only. Procurement bids from other recycle categories include recycled material content product incentives to promote vendor bids of recycled products. Many vendors will bid both a virgin product and a recycled product.

The steps that could be taken by Stephen P. Teale Data Center to increase the use of recycled materials and products include increasing employee awareness of the improved quality of recycled products. Numerous vendors offer recycled or refurbished products, i.e. printer ribbons, if the used product is returned to the vendor. However, those return processes can be cumbersome and hinder the use of the recycled product. Unfortunately, those bad experiences with one recycled product are erroneously translated to experiences with other recycled products. Researching for quality recycled material content products and offering only those recycled products as product purchase options are additional steps that can be taken.

The steps that could be taken by the Stephen P. Teale Data Center to increase the purchase of recycled materials and products include training all purchasing analysts regarding SABRC

categories and requirements and identifying additional vendors offering recycled material content products. An additional step would be to provide the purchasing analysts the ability to verify the recycled content of paper products and a vehicle to communicate to other agencies when vendors are found to be in violation of providing accurate certification. Teale purchased a certified recycled material content computer paper that was suspected to contain newsprint material. There are no tools at the agency level to test the content of paper for non-recyclable newsprint materials. Ultimately, the Board provided a testing "marker" which verified the presence of newsprint. Fortunately, Teale was able to stop the procurement and return the non-recyclable computer paper to the vendor.

The factor that most often discourages the purchase of recycled material content products is the cost. The cost of many recycled products is 150% of the virgin product cost. Teale would increase the amount of recycled products purchased if the cost was reduced, either through market price reduction or volume purchasing from a Department of General Services statewide contract or a California Multiple Award Schedule.

Thank you for this opportunity to provide comments to the Board. The Stephen P. Teale Data Center is committed to meeting recycled product procurement goals. If you require additional information regarding our response, please contact our SABRC Administrator, Pamela Von Behren Merritt at 263-1159 or email address [Pamela.Von\\_Behren\\_Merritt@teale.ca.gov](mailto:Pamela.Von_Behren_Merritt@teale.ca.gov).



GLEN S. MATSUOKA  
Acting Director